



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: January 25th 2023 at 9:30 a.m.

Department: Public Works

Title of Agenda Item: Consider the Adoption of Changes to the Solid Waste Management Advisory Council Bylaws/Handbook

Agenda Planning Date: Jan. 12 ☐ Audio/Visual aids required Time required: 5 minutes

Contact: Brian May Phone: 503-365-3147

Department Head Signature: *Brian May*

Presenters: Brian May

Description of Issue: Consider the adoption of changes to the Solid Waste Management Advisory Council Bylaws & Handbook

Description of Background: The Marion County Board of Commissioners formed the Solid Waste Management Advisory Council (SWMAC) on February 1, 1989. The SWMAC is a public body that was formed by the board of commissioners to make recommendations on matters related to waste reduction, recycling, composting, and disposal of waste. Marion County policy requires that the board of commissioners approve any changes to the bylaws and handbook of the council.

The current proposed edits to the bylaws and handbook would change who can be appointed to the chair or vice-chair position, member review process, meeting location specifics and electronic meeting procedure.

At a regularly scheduled SWMAC meeting, the council approved the proposed changes to the bylaws and handbook and made a motion to send them to the board for review and approval.

Financial Impacts: None.

Impacts: to departments and/or external entities None.

Options for Consideration: 1. Accept the changes to the SWMAC bylaws and handbook as recommended by SWMAC.
2. Do not approve the changes and direct SWMAC and staff to make additional changes to the bylaws and handbook.
3. Retain the SWMAC bylaws and handbook as-is.

Recommendation: It is recommended that the board of commissioners accept the proposed changes to the Solid Waste Management Advisory Council bylaws.

List of attachments: Order
Proposed SWMAC Bylaws and Handbook (redline and revised versions)

Copies of completed paperwork to the following:



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

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BEFORE THE BOARD OF COMMISSIONERS

FOR MARION COUNTY, OREGON

In the matter of the revised Bylaws and)
Handbook for the Solid Waste)
Management Advisory Council (SWMAC))

Department of Public Works -
Environmental Services

ORDER

This matter came before the Board of Commissioners at its regular scheduled public meeting of January 25, 2023, to accept the revised Bylaws and Handbook of the Solid Waste Management Advisory Council.

IT APPEARING that the Board of Commissioners have established the Solid Waste Management Advisory Council.

IT FURTHER APPEARING that in the planning, coordination and implementation of a solid waste management system the Board may give consideration to the concerns of interested citizen and representatives of affected communities, agencies, and organizations. After due consideration, the Board of Commissioners hereby enters the following order:

IT IS HEREBY ORDERED that the Board of Commissioners accept the revisions made to the Bylaws and Handbook of the Marion County Solid Waste Management Advisory Council.

DATED at Salem, Oregon, this _____ day of January, 2023.

MARION COUNTY
BOARD OF COMMISSIONERS

Chair

Commissioner

Commissioner



O R E G O N

SOLID WASTE MANAGEMENT
ADVISORY COUNCIL

H A N D B O O K

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Marion County Solid Waste Management Advisory Council (SWMAC)

Volunteer members of Marion County Advisory Boards provide policy level guidance to decision makers and bring public participation into the government process. In particular, Solid Waste Management Advisory Council (SWMAC) provides recommendations to Marion County Department of Public Works - Environmental Services (PWES) staff and the Marion County Board of Commissioners on issues related to solid waste, including waste reduction, reuse, recycling, composting, and disposal. Members are appointed by the Board of Commissioners to serve their term. A SWMAC term is four years.

This Handbook contains information on the functions of the SWMAC and expectations and responsibilities of SWMAC members. The information is intended to help new SWMAC members become acquainted with balancing the functions and decision-making processes of the SWMAC. The handbook is also intended to be used as a reference guide for current SWMAC members.

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General Information

The SWMAC serves at the pleasure of the Marion County Board of Commissioners in an advisory capacity. It is supported by the Marion County Department of Public Works - Environmental Services (PWES). The role of the PWES staff is to advise the SWMAC and carry recommendations made to the County Commissioners for approval. The PWES staff also reports issues of importance to the SWMAC, assists the Chair with agenda development, and compiles background information for SWMAC members to study.

In addition, the PWES staff responsibilities include meeting arrangements, preparation of minutes, processing complaints, communication with members, and other administrative duties.

Being an Effective Council Member

- Applicants are interviewed by the SWMAC Nominations Subcommittee.
- The Nominations Subcommittee makes recommendations to the SWMAC.
- The SWMAC votes on the recommendations.
- PWES staff takes the recommendations to the Board of Commissioners.
- Board of Commissioners appoints new member(s) to serve a four-year term.

It is vital that all members attend meetings regularly and are prepared. All reports, proposals, and other documents that are prepared or distributed by PWES staff or SWMAC members should be read prior to meetings.

It is important to be a team player. Sharing different points of view can produce good policies and procedures to equitably solve environmental challenges that pertain to solid waste.

The guidelines to be used for all subcommittees' actions are stated in the SWMAC Bylaws 11 - Special Committees.¹

¹ Appendix A - page vi

Membership of SWMAC

The SWMAC is limited to sixteen members. The categories are:

Members at Large:

- Eight citizens-at-large

Business/Industry:

- One Chamber of Commerce
- One building/construction/housing industry
- One medical community/public health

Solid Waste System Representatives:

- One recycling industry
- One collection industry
- One disposal industry
- One transfer station/compost facility

Community organization:

- One

Meetings

The SWMAC meetings are scheduled for the fourth Tuesday of the month, excluding the month of December when there is no meeting. The meetings may be held virtually and/or in person. The information will be specified in a public notice announcement or on the agenda.

Application Process: Applicants must review the SWMAC Handbook, Bylaws, and Solid Waste Management Plan prior to submitting an application, which can be found on PWES's website (mcswwmac.net).

Applicant(s) Attendance: Applicants shall attend a meeting prior to the Nominations Subcommittee's consideration and/or the interview process.

Attendance: Attendance at the regular meetings is very important. If a member is not able to attend, the member must contact a PWES staff person or the SWMAC chair and/or vice-chair. Absenteeism is covered in 8b of the SWMAC Bylaws².

Robert's Rules of Order: Robert's Rules of Order³ are used to conduct business. This is covered more in depth in this handbook under the title Laws and Rules for public meetings.

Consensus: Consensus is defined in SWMAC Bylaws 9d - Decision Making Method⁴.

Rules

Each member should respect the rules that are set forth in the Bylaws and policy. These rules can prevent misunderstandings and disagreements. Some important rules include the following:

Attendance: Members must contact PWES staff or the Chair or Vice-Chair of the SWMAC if unable to attend. This is very important because a quorum of members is necessary to conduct business. Without a quorum, the SWMAC can only conduct a work session. This also applies to subcommittee meetings. Members who miss more than three (unexcused or excused) regular scheduled meetings in a consecutive twelve-month period will be evaluated by PWES staff and the Nominations subcommittee.

Promptness: Meetings should start on time and adhere to the allotted times on the agenda in order to end the meeting in a timely manner.

Meeting place and time: The meeting place and time is included in the agenda. It is also listed on the PWES web page (mcswwmac.net).

Participation: Each member's viewpoint is valuable and can make an important contribution. The SWMAC gathers information on an unbiased basis, respecting each other's right to an opinion.

² Appendix A, page iii

³ Appendix C

⁴ Appendix A, page iv

Basic courtesies:

- Listen attentively and respectfully to others.
- Do not interrupt another member that has the floor; one conversation at a time.
- Public comment time is set at the beginning of each meeting.
- Any additional public comment is at the discretion of the chair.
- Always refer to the back of nameplate for the SWMAC mission statement and keep comments and/or conversation limited within those standards.

Training: The SWMAC Nominations Subcommittee guidelines for recommending applicant(s) membership on the SWMAC include the following:

- Individuals who are committed to environmental responsibility that is tempered with environmental practicality.
- Individuals who truly sense the importance of how social, environmental, and economic reality relate to one another.
- Individuals with social, environmental, and economic balancing skills.
- Individuals who can, in an unbiased fashion, help develop strategies for dealing with municipal solid waste issues.
- Individuals who see a problem not as a problem, but as an opportunity to find those solutions that best fit the needs of all stakeholders.

Marion County makes every effort to provide substantive background and educational information for new members to become informed as quickly as possible. In doing so, the SWMAC has developed this handbook. New members are encouraged to seek background or educational information and materials from existing members and/or staff.

Oregon Government Ethics – Marion County Ethics Policy

Public Official: Any person serving the State of Oregon or any local government or public body as an elected official, appointed official, employee, agent, volunteer or otherwise, whether or not the person is paid for the services.

EIGHT GENERAL RULES FOR GOVERNMENT CODE OF ETHICS:

- 1. No Favoritism**
 - Treat all customers and clients equally, no special favors for friends or family.
- 2. No Special Privileges Because of Your Official Position**
 - Follow the same rules that apply to everyone, no preferential treatment.
 - Cannot use position to obtain an extra financial gain or avoid a loss.
- 3. Follow Confidentiality Rules and Laws**
 - Know which information you handle is confidential by law.
 - Do not disclose confidential information without authorization.
 - Do not “tip off” anyone with confidential information.
- 4. No Profiting from County Business Either Directly or on the Side**
 - Applies to you, your relatives, members of household or your businesses.
 - No directing county business to where you have a financial interest.
 - No soliciting private clients or work through your county position.
- 5. No Outside Work that Conflicts or Interferes with Your Job**
 - Avoid conflicts of interest with county position and duties.
 - Includes interference with attendance and ability to do county job.
- 6. State Law Limits on Accepting Gifts**
 - Applies to you, your relatives and members of your household.
 - Gift limit is \$50 per person per year from source with a county interest if the public official has authority to make a decision or recommendation.
 - Entertainment, like tickets or events, treated like other gifts.
 - Some exceptions for food, beverages, small awards; check before accepting.
- 7. No Personal Use of County Property**
 - Do not borrow or take property or supplies for personal or non-county use.
 - Exception: Marion County’s Computer Policy allows limited personal use.
 - Do not use county property for personal gain or outside business.
- 8. Report Violations to Supervisor, Department Head or County Management**
 - Violations include improper use or theft of county property.

- Duty to report false claims, Medicaid fraud and abuse per federal law.

Public Meetings Law

1. Notice

- Required for any meeting
- Identifying time and location of the meeting
- Subjects to be considered
- Send to interested persons
- Provide contact person

2. Open to the Public and Accessible

- In the geographic area of governing body
- ADA accessible
- May need to provide interpreter, assistive listening devices for disabled
- Non-discriminatory location
- Right to observe not necessarily to participate

3. Quorum Equals a Meeting if Talking Business

- Majority of appointed members equals a quorum
 - Half plus one
 - Five members of nine-member board is a quorum
- Subcommittee meetings also subject to public meetings law
 - If subcommittee making decision or recommendation
 - Three of five deliberating equals a meeting

4. Voting

- Must be public – no secret balloting
- No vote by proxy
- Vote of each member must be public
- Majority of appointed members must vote to approve an item
 - If five of nine-member board present – vote must be unanimous

5. Telephone and Electronic Meetings

- Can be allowed but must comply with all requirements
- Member can appear by speakerphone; this is allowed if citizens at meeting can hear member participation/voting on the speaker
- Technically, electronic meetings are allowed but public must be able to observe the electronic meeting transpire – will need to provide access to computer in one location.
 - Electronic meetings will follow proper established etiquette in which members and public must hold questions or comments until others have ceased speaking, at which point, those wishing to speak must utilize designated signals to notify staff that they would like to make a

comment. Marion County staff will then ask individuals to unmute themselves and make their comment.

6. Minutes

- a. Indicate members present
- b. Motions, proposals, orders
- c. Results of all votes
- d. Subject of discussion but not necessarily transcript

Public Records Law

1. The public has a right to inspect nonexempt records of a public body

- a. First adopted by Oregon Legislature in 1973
- b. Response to Watergate scandal; desire for open government
- c. The statutes are “disclosure statutes;” not confidentiality statutes
- d. Courts liberally construe the statutes in favor of disclosure

2. Public Body

- a. A volunteer advisory committee is a public body
- b. Advisory committee records are subject to disclosure unless an exemption applies
- c. Note: it is unlawful to disclose certain records (i.e., health information)

3. What is a public record?

- a. Broadly defined in Oregon Revised Statute (ORS) 192.410 as:
 - i. Any writing containing information relating to the conduct of the public’s business prepared, owned, used or retained by a public body
- b. A public record includes EVERY:
 - i. paper document, photograph, electronic file, map, tape recording, email used in conducting the committee’s business

4. Public records must be disclosed unless an exemption applies *Note: courts narrowly apply the exemptions.*

- a. Some exemptions protect individual privacy
 - i. Medical records
 - ii. Employee and volunteer address, phone numbers, dates of birth and social security numbers
 - iii. Mental health, alcohol and drug treatment, and HIV records receive extra protection under the law
- b. Some exemptions prevent interference with government operations
 - i. Advisory opinions – want a frank and uninhibited debate
 - ii. On-going criminal investigations
 - iii. Information submitted in confidence
 - iv. Litigation records
 - v. Government safety and security plans

5. Public records requests

- a. The public has the right to inspect the original records or to receive a certified copy of the original
- b. Public body can require that request be made in writing
- c. The public body must provide access or copies within a reasonable amount of time
- d. If exempt and non-exempt information is in the same document, may provide a document that has been redacted (portions blacked out) so long as you inform requester of editing
- e. A public body may establish fees that are reasonably calculated to reimburse for actual cost in making records available
 - i. Marion County Board of Commissioners has adopted a policy stating that regular copying shall be charged per page (contact PW for current cost information). Also allows charging for reasonable expense of staff time.
- f. A public body is not required to create documents to comply with a public records request
- g. Must respond to request without unreasonable delay. May require pre-payment.

6. Appeal rights

- a. If a person is denied access by county, that person may petition the District Attorney to order disclosure
- b. If District Attorney does not order disclosure, a person may seek review in circuit court

7. Retention of records

- a. Secretary of State requires that certain public records be retained
- b. Some board records must be kept permanently; some ten years
- c. Volunteer notes are public records but if not directly connected to board action need not be retained. Oregon Administrative Rule (OAR) 166-150-0005(8)
- d. Volunteer records relating to board “business” may be subject to a public records request. This includes emails.
- e. Unlawful destruction of a public record is a misdemeanor

**MARION COUNTY
SOLID WASTE MANAGEMENT ADVISORY COUNCIL
BYLAWS**

1. NAME

This Marion County body will be known as the Solid Waste Management Advisory Council (“SWMAC”).

2. MISSION

To provide input to the Marion County Board of Commissioners (“Commissioners”) regarding an integrated waste management system that is financially feasible and protects the public health and environment of Marion County and to provide recommendations, reports, position papers, and other information as requested by the Commissioners.

3. PURPOSE OF ADVISORY COUNCIL

- 3a. The Commissioners formed the SWMAC by Board Order on February 1, 1989.
- 3b. SWMAC members represent the public interest and are expected to preserve the public trust by acting in an ethical and responsible manner.

4. GOALS

- 4a. To provide a forum for input to the Commissioners and a clearinghouse for information regarding materials management.
- 4b. To further develop the solid waste system in accordance with the Marion County Solid Waste Management Plan.

5. MEMBERSHIP

Representation: The SWMAC shall be limited to sixteen members.

5a. Members at Large:

- (1) Eight citizens-at-large

5b. Business/Industry*:

- (1) One Chamber of Commerce
- (2) One building/construction/housing industry
- (3) One medical community/public health

5c. Solid Waste System Representatives:

- (1) One recycling industry
- (2) One collection industry
- (3) One disposal industry
- (4) One transfer station/compost facility

5d. One community organization

* Business/Industry positions, one out of the three at a time, may be filled with citizens-at-large.

6. APPOINTMENT

- 6a. Members of the SWMAC shall be appointed by the Commissioners to serve a four-year term from date of appointment. All members shall serve at the pleasure of the

Commissioners.

- 6b. Terms shall commence on the date of appointment by the Commissioners.
- 6c. Members wishing to be reappointed shall submit a written request within 120 days prior to their term's expiration to the Director of Public Works ("Director") or their designee of the requested reappointment.

Nominations subcommittee will review reappointment request and make recommendations to Council.

Council will make recommendation to the Commissioners regarding reappointment.

- 6d. Members may be reappointed by the Commissioners.
- 6e. The Director or their designee shall be an ex-officio member of SWMAC and vested with responsibility for assisting the chairperson in coordinating SWMAC activities.

7. MEMBER'S DUTIES & EXPECTATIONS

The Director or their designee shall provide new SWMAC members with an orientation within 60 days of the appointment. The orientation shall include, but not be limited to:

- (a) SWMAC Handbook
- (b) Bylaws
- (b) Public Works-Environmental Services
- (c) Master Recycler Program, if available, is encouraged
- (d) Energy from Waste Facility and/or other Disposal Facility
- (e) North Marion County Disposal Facility
- (f) Marion Resource Recovery Facility
- (g) Salem-Keizer Recycling and Transfer Station
- (h) Solid Waste Management Plan
- (i) Latest Waste Matters
- (j) Environmental Services Annual Report
- (k) Volunteer Handbook/Packet
- (l) Oregon Public Meetings Law and Public Records Law
- (m) Media Interaction Policy

Members are expected to attend meetings regularly, participate in discussion on topics brought before the SWMAC, work collaboratively with other SWMAC members and the public, inform themselves and the SWMAC on related topics through reading of handout materials and other sources of information, and participate in the decision-making process.

Additionally, SWMAC members are expected to abide by Oregon public meetings, public records, and conflict of interest laws.

8. TERMINATION

The SWMAC shall recommend to the Commissioners removal of any member who it believes warrants termination from the SWMAC.

- 8a. Attendance: More than three absences by any member from scheduled meetings during a consecutive twelve-month period may cause the SWMAC to recommend to the Commissioners that this member be removed. Following the second absence during a

consecutive 12-month period from a SWMAC meeting, the member shall be reminded by the chairperson of the absence removal policy.

8b. Member absences:

- (1) If a member will not be able to attend a scheduled SWMAC meeting, the member is to contact the Marion County Department of Public Works prior to the meeting and inform the Director or their designee or the chair and/or vice-chair of the absence.
- (2) The SWMAC vice-chairperson will notify the meeting recorder of the absences at the end of the meeting for inclusion in the minutes.
- (3) The absences will be recorded by the SWMAC vice-chairperson for review and action if needed.
- (4) The record of absences will be kept on a twelve-month basis that will coincide with each member's date of appointment.

8c. Resignations: Resignations by members shall be submitted in writing to the SWMAC chairperson and/or staff, shall be announced at the next meeting. A copy of the resignation shall be forwarded to the Department of Public Works and the Commissioners for the appropriate action.

8d. Reasons for Dismissal: The SWMAC Nominations subcommittee may recommend removal of a member for misrepresentation of the SWMAC, excessive absences from meetings, violation of SWMAC Bylaws, or other inappropriate conduct. In the event a recommendation for removal is made, it shall be submitted to the SWMAC for final recommendations for the Commissioners' due consideration.

8e. Removal: The members of the SWMAC serve at the pleasure of the Commissioners and may be removed at any time by the Commissioners.

9. MEETINGS

9a. All meetings of the SWMAC shall be in accordance with the requirements of the Oregon Public Meetings Law (ORS 192.610 to 192.710).

9b. Regular & Special Meetings: Tentative agenda, time, and location for the next SWMAC meeting[s] shall be set at the end of each meeting, as mutually agreed by the chairperson and the members. The Marion County Department of Public Works may submit items for the agenda.

- (1) Notice of the meeting time, place, and agenda shall be provided to all SWMAC members, interested persons who have requested notice and the local news media at least three (3) days in advance of a scheduled meeting.
- (2) Additional meetings may be scheduled as needed by the SWMAC, the chairperson, the Director or their designee, with appropriate notice.
- (3) Meetings for subcommittees shall be scheduled by staff, after consultation with the subcommittee members, with appropriate public notice.

9c. Minutes:

- (1) Minutes shall be a summary of the actual discussions and proceedings that transpired at the SWMAC meeting or subcommittee meeting.
- (2) Minutes shall be distributed to all members and interested persons prior to the next scheduled meeting. They will also be placed on the county website, after approval. (3) SWMAC members may submit clarification of their own comments, positions, votes, or other member activity before or at the next regularly scheduled meeting for inclusion in the minutes of the meeting being clarified.

9d. Decision Making Method:

- (1) A motion must be pending before a decision may be made. Every effort will be made to reach consensus when the SWMAC is deliberating toward a decision. If consensus cannot be reached, the chairperson or any member may call for a voice vote. If during the voice vote, there are greater than two (2) no votes, the motion will fail. In all cases, the minimum number of affirmative votes for any motion to pass must be a majority of the appointed positions.
- (2) A quorum shall be present in order to conduct business of the SWMAC.

9e. Quorum: A quorum shall be a majority of the appointed positions.

9f. A member must declare any conflicts of interest at a public meeting (ORS 244). A conflict exists if a recommendation by the SWMAC may potentially or actually affect the finances of the SWMAC member or a direct family member, defined as spouse, child or stepchild, parents, or siblings. If an **actual conflict** exists, the member must declare this fact at the beginning of the meeting where the issue is discussed, and the member must refrain from discussing or voting on the matter. For a **potential conflict** of interest, the member must declare this fact at the beginning of the meeting where the issue is discussed, however the member may still discuss and vote on the issue.

For represented positions on the SWMAC, there is no conflict of interest if the decision or action would affect the business or industry for which the individual is seated on the SWMAC to represent.

10. OFFICERS

10a. Appointment of Officers:

- (1) SWMAC shall nominate and recommend to the Commissioners, members at large (5a), and/or members that represent Business/Industry (5b) or a Community Organization (5d) for the positions of chairperson and vice-chairperson. The Council shall appoint the chairperson and vice-chairperson of the SWMAC, who shall serve at the pleasure of the Commissioners.
- (2) a) The chairperson shall serve a one-year term, starting in May. At the end of the one-year term, the vice-chairperson may become the chairperson. Should the chair be unable to complete their term, the vice-chairperson may serve the remainder of the term as chair and then serve one full year as chair.

- b) Nominations for the chairperson and vice-chairperson will be held at the April SWMAC meeting.
- (3) In the event that neither the chairperson nor vice-chairperson is present, the SWMAC shall designate a member-at-large to act as the chair for that meeting.

10b. Duties of Officers:

- (1) The chairperson shall:
 - (a) Preside at all meetings of the SWMAC.
 - (b) Be the official representative of the SWMAC.
 - (c) Be the spokesperson to the media for the SWMAC.
 - (d) Shall assign a mentor for each newly appointed SWMAC member.
 - (e) Coordinate members for various subcommittees.
- (2) The vice-chairperson shall:
 - (a) Have the authority to preside as chairperson in the absence of the chairperson.
 - (b) Be the Parliamentarian for each meeting.
 - (c) Record member absences.

10c. Orientation for the chairperson and vice-chairperson.

- (1) The Marion County Department of Public Works shall provide an orientation for the chairperson and vice-chairperson within 60 days from the assumption of duties by a new chairperson or vice-chairperson.
- (2) The orientation content shall provide the chairperson and vice-chairperson with information concerning the conduct of meetings and the responsibilities and duties of the chairperson and vice-chairperson. The information to be provided to the chairperson and vice-chairperson by staff includes, but is not limited to:
 - (a) Bylaws
 - (b) Public Meetings Law
 - (c) Roberts Rules of Order
 - (d) Code of Ethics

10d. Removal of Officers:

The Board of Commissioners may remove a chairperson or vice-chairperson on its own motion or upon the recommendation of the SWMAC when it determines that it is in the interest of the SWMAC or the county to do so. If the chair is removed, the vice-chair will assume the chair's position. If the vice-chair is removed, the SWMAC will recommend a member, as defined by 10a(1), for appointment to the position.

11. SPECIAL COMMITTEES

- 11a. The SWMAC may authorize the chairperson to appoint special subcommittees as necessary to deal with specific problems or issues the SWMAC believes appropriate.
- 11b. All appointed subcommittees are required to report their information and/or recommendations to the SWMAC.
- 11c. The SWMAC has requested Marion County Staff provide updates on the Environmental

Services budget. The Budget Subcommittee was formed to satisfy this request and will meet twice annually, in April and October.

12. CHANGE IN BYLAWS

- 12a. Changes to the Bylaws may be proposed by the SWMAC Bylaws/Handbook subcommittee. Any recommendations agreed upon by the SWMAC shall be forwarded to the Commissioners for their approval.
- 12b. The Commissioners may initiate changes to the Bylaws. These changes will be submitted to the SWMAC for review and consultation prior to the Commissioners' adoption.
- 12c. Upon the Commissioners approving Bylaw amendments, the Marion County Department of Public Works will update the Bylaws and distribute them to all members of the SWMAC.

13. GUIDELINES FOR COMMUNITY RELATIONS

- 13a. Any member of the public is welcome to attend, participate, and provide input at SWMAC meetings, at the approved agenda time.
- 13b. Public comments are encouraged and may be limited to 3 minutes or accepted in writing.
- 13c. Anyone who wishes to voice an opinion or present information or concerns to the SWMAC may:
 - (1) Come to the meetings.
 - (2) Contact the Marion County Environmental Services Division Manager.
- 13d. The chairperson shall make arrangements as appropriate to assure public participation.

First Revision 07/18/89

Second Revision 09/25/90

Third Revision 05/11/93

Fourth Revision 07/09/96

Fifth Revision July 99

Sixth Revision May 2003

Seventh Revision June 2004

Eighth Revision Aug 2005

Ninth Revision Aug 2015

Tenth Revision Nov 2016

**Eleventh Revision Feb 2019*

**Twelfth Review Jan 2023*

**Bylaws embedded in handbook*